**Annexure IV**

**Induction kit**

Every individual on joining the ant will be provided with an induction kit on successful completion of the 3 day long Induction training. The admin team will take lead in organizing the event and will make sure that everyone receives the following:

* the ant Code of conduct in Assamese/English/Bodo
* A copy of declaration regarding Code of Conduct signed by the incumbent
* A signed copy of the Job description and appointment letter
* the ant identity card
* the ant Core Values in Assamese/English/Bodo.

**Enclosures in the Personal Files**

|  |  |
| --- | --- |
| **sl no** | **Names of documents** |
|  | **To be procured from new joinee** |
| 1 | Identity Documents like Aadhar card/Voter card/Driving License |
| 2 | Proof of address like Aadhar Card, Bank pass book, any other document |
| 3 | PAN card |
| 4 | Biodata/Resume |
| 5 | Academic qualification- certificate of highest qualification attained/ of special skiils |
| 6 | Relieving order from last organisation employed with, or self -certificate for the same. |
| 7 | Self-Certificate of No Conviction/Chargesheet for a Criminal Case |
|  | **To be attached from organisation** |
| 1 | Offer letter with salary description |
| 2 | Joining/Appointment letter/ contract/ agreement with clear Job description |
| 3 | Signed declarations concerning to Child Safeguarding policy, Sexual harrassment policy, cyber safety policy  |
| 4 | Code Of Conduct |
| 5 | Performance evaluations for each year |
| 6 | Any official communication including admin notices, confirmation or termination letters |